



# Prevention Resource Center

AmeriCorps\*VISTA (Volunteers in Service to America)

## VISTA Summer Associate Site Application

Applications must be submitted in electronic format to [azent@mt.gov](mailto:azent@mt.gov) by 5:00pm by the March 25, 2011.

### General Information

Sponsoring  
Organization:  
Director:  
Address:  
County:  
Telephone:  
Email:  
Fax:

### Recruiting Contact Information

The contact person(s) is responsible for reviewing VISTA Summer Associate applications, conducting interviews, and notifying us of a final decision. Please note if different from the individual who will be responsible for the Summer Associate supervision. It is essential that the following information be accurate and kept current with our office should there be any changes in the contact person(s).

Contact Person(s)  
Email  
Telephone  
Fax  
Address

Which of the following best describes your organization? *(Place an x next to the appropriate selection.)*

#### **Government Agency**

Federal  
State  
Municipal  
School  
County

Private Non-profit  
Tribal  
Other  
Describe  
Other:

### Volunteer Support Information (Mandatory)

*Please place an x next to the appropriate selection*

1. Will the Summer Associate have immediate and consistent access to a phone, computer, printer, the internet and a desk?

Yes  
No

2. Will all expenses for the use of these items be paid for by the sponsoring agency?

Yes  
No

3. Will expenses for travel and per diem for site-specific travel and training be paid for by the sponsoring agency?

Yes  
No

If yes, at what rate?

4. Please include any other relevant information regarding Summer Associate support expenses.

5. Who will be the Summer Associate's immediate supervisor?

6. Will the Summer Associate have immediate and consistent access to the supervisor?

7. Is the site supervisor committed to meeting with the Summer Associate at least once every week for 30 minutes for supervision, direction, work plan development, reporting progress and feedback?

8. Has your organization hosted an AmeriCorps\*VISTA in the past, or currently?

Yes  
No

If Yes, What did they  
work on & accomplish?

### **Agency Information (Mandatory)**

***Please answer the following questions in no more than 2 typed pages.***

1. What is your organization's mission/vision?

2. What are the major programs and services of your organization?
3. Outline the personnel structure of your organization. If you have an organizational chart, please attach it.
4. Do you participate in a community prevention coalition? If so, list the other participating members of the community prevention coalition.

### **Programmatic Information (Mandatory)**

***Please detail this information in no more than 8 typed pages.***

1. Please complete the following:
  - a. Describe the community need/problem you wish to resolve, and how the Summer Associate will serve as a catalyst to help the community solve the problem. The need/problem statement is the root cause, not the strategy(s) needed. For example, stating the community need as having a lack of an after school-mentoring program, does not address the true needs statement. Mentoring in this case is the strategy needed to help resolve the problem. The need statement reflects what's happening in the community.
  - b. If the Summer Associate is to develop a specific project, is the project a result of a community planning effort or group strategic plan?
  - c. Describe how the project will address local data relative to education and reducing school drop-out rates. Please use local school drop-out rate data.
  - d. Describe the anticipated outcomes the project will attempt to achieve. What ultimately will change or be added for the low-income community? Clearly specify the project activities that are designed to lead to these results for individuals, families or the community.
  - e. Describe how the project will contribute to eradicating poverty in your community.
  - f. If you currently have a VISTA, how will the roles between the current VISTA and the Summer Associate differ? How will the Summer Associates work complement that work of the current VISTA?
2. In addition to the Summer Associate following the PRC work plan and reporting their progress therein, what additional goals, objectives and tasks will the Summer Associate do to meet your site-specific plans?

## **VISTA Summer Associate site-specific Job Description and On-Site Orientation (Mandatory)**

1. Please attach a job description for the Summer Associate member **as a separate file**. You **must** include the following: knowledge, skills and abilities, attributes, duties, and physical demands, including a statement of reasonable accommodation, to be considered.
2. Include an On-Site Orientation & Training (OSOT) **as a separate file** and the steps you plan to take to acquaint the VISTA to the community and project during the first week the VISTA is placed with you. The On-Site Orientation & Training packet is intended to give you guidance. Your On-Site Orientation & Training will be provided to a matched Summer Associate, so it is essential to complete. We are looking for a Monday through Friday work/orientation schedule for the two weeks of service.

## **Site Assurances (Mandatory)**

1. If a VISTA Summer Associate is matched with your project, the site supervisor is expected to participate in required PRC training events to include conference calls and webinars. The PRC will provide timely notification of all required trainings.

***It is required and essential that you attend.*** Please provide a statement of assurance that the site supervisor for the project (or their designee) will attend all required training events.

2. Submit a letter of support from your agency's board of directors indicating
  - a. support for the Summer Associate position,
  - b. an understanding of the Summer Associate's role,
  - c. the organization's commitment to assuring a successful Summer Associate placement,
  - d. support for working toward the goals, objectives and end outcomes of the proposed project.

Also include a list of board members and/or advisory council members.

3. PRC VISTA recruiting is a partnership between your workstation and the PRC office. Timely response to referred Summer Associate candidates is essential. Please provide a written statement of assurance that your site will contact a referred candidate within 48 hours of referral. This includes contacting the PRC office with an active update on referred candidates; otherwise candidates will be redirected to "VISTA ready" workstations.
4. Please indicate whether or not the sponsoring organization has conducted the accessibility self-evaluation required by 45 CFR 1232.7 C (Americans with Disabilities Act). For more information about the self-evaluation checklist, visit <http://www.access-board.gov/adaag/checklist/a16.html>